

POSITION ANNOUNCEMENT

RESEARCH ASSOCIATE

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for the position of Research Associate. This may be a full or part-time position.

RESPONSIBILITIES INCLUDE:

- Performing data queries using: Microsoft SQL Server Management Studio.
- Performing functional analysis for data requirements in order to provide guidance to agency programmers for both new and existing applications.
- Communicating with appropriate individuals and groups internal and external to the agency concerning data collection and data requests.
- The ability to work in a team environment.
- Reviewing pertinent documents, reports, and surveys for completeness and accuracy.
- Composing/typing/formatting/distributing reports, documentation and correspondences following supervisor's instructions and standard operating procedures.
- Accurately keying in commands, codes, and information to update databases and spreadsheets.

EDUCATIONAL/KNOWLEDGE REQUIREMENTS:

- Minimum of a baccalaureate degree, masters preferred.
- Familiarity with the Integrated Postsecondary Education Data System (IPEDS) and college and university reporting a strong plus.
- Knowledge of MapViewer, Venngage, and Tableau a plus.
- Knowledge of Microsoft SQL Server database structure and use a plus.
- Proficient in Microsoft Word, Power Point, and Excel (including Pivot tables).
- Experience with Microsoft's Windows 10 operating system.
- Technical expertise with automatic data collection and reporting systems.
- General knowledge of computer hardware and software.
- Ability to learn new software through continuing education courses or by tutorial programs.
- Ability to set-up and maintain documentation and control procedures.
- Ability to work independently, self-directed and solutions oriented.
- Sound organizational and planning skills.
- Effective oral and written communication skills.

DEADLINE FOR APPLICATIONS:

August 6, 2018 @ 9:00 a.m. (CST)

SALARY:

\$58,152 (for full-time status)

If part-time, salary will be a prorata share of full-time salary based on hours worked.

TO APPLY:

Submit – (1) Cover Letter (must be an attached letter, not an email), (2) resume and (3) ACHE Application (found on ACHE website at ache.edu under Employment Announcements).

All 3 documents must be submitted or application will not be considered. References may be requested of finalists. Emailed applications only. Faxed applications will not be accepted.

Send to: Tim Vick, Director of Operations at: tim.vick@ache.edu

If questions please call (334) 353-9153

For additional information about ACHE visit: ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER